



DEPARTMENT OF HUMAN SERVICES

CHILD SUPPORT SERVICES

CLIENT COMPLAINT

(Federal Regulation 45 CFR 303.35 Administrative Complaint Procedure)

If you have a child support case with Tennessee's child support program, and you believe that you have not been provided with the level or quality of service to which you are entitled under the rules and regulations of the Tennessee Department of Human Services or the Federal Office of Child Support Enforcement, you may wish to file a complaint by completing the following information and mailing it to:

MICHAEL L. ADAMS, ASSISTANT COMMISSIONER
CHILD SUPPORT SERVICES
TENNESSEE DEPARTMENT OF HUMAN SERVICES
NASHVILLE, TN 37248-0070

Completion of this form does not replace any administrative hearing or appeal rights that you may be entitled.

Please provide the following information as completely as you can.

Date: _____

Name: _____

Social Security Number: _____

Your Address: _____

Location of the child support office you use: _____

Daytime Phone Number: _____

TCSSES Case ID Number (If Known): _____

Other Parent's Name: _____

Other Parent's Social Security Number: _____

My complaint, question, or concern is:

(Use back for more space)

Signed: _____